



NEW JERSEY ARMY NATIONAL GUARD
Headquarters, 5th Squadron 117th Cavalry
2560 South Delsea Drive
Vineland, New Jersey 08360

1 February 2004

COMMAND POLICY FOR ADMINISTRATIVE EVENINGS

1. The 5th Sqdn 117th Cavalry has a special responsibility for enhancing the readiness of individuals and units to execute federal and state missions. The burdens of proper preparation of training, administrative requirements such as efficiency evaluations and military award processing require the Traditional Drilling Guardsmen and the Full Time Unit Support personnel to meet and conduct coordination and administrative tasks prior to and after the scheduled drill weekend. This insures a planned, resourced and well executed drill weekend. The Trooper attending the drill see his time is well used and his efforts rewarding. This provides the basis of an excellent unit. This responsibility creates a need to devote additional time and effort toward training preparedness and mobilization requirements. It has been the tradition of New Jersey Army National Guard units to perform unpaid, non-uniform, informal meetings and work sessions on Wednesday evenings.

2. The Squadron policy for Admin evenings will be:

a. Depending on holiday schedules, three Wednesdays before the scheduled drill there will be a Squadron Command and Staff meeting at Fort Dix. The Executive Officer will insure the schedule is published annually NLT 1 August for the following training year and a conference room and access to Building 3650 at Fort Dix is available for those evenings a minimum of three months in advance.

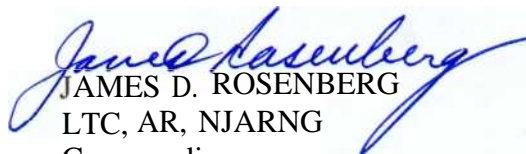
b. Subordinate Troops will schedule two administrative evenings each month.

c. In addition to the Command & Staff meeting at Fort Dix, the Squadron will hold Administrative Evenings the Wednesday evening before the drill and the Wednesday evening after the drill.

3. These scheduled administrative evenings must reflect a productive expenditure of our Troopers' time. Leadership must arrive with an agenda and taskings for each Wednesday evening. While friendly discussions and personal news are an integral part of gathering together we leaders must not allow the Wednesday evening to become a woolgathering session with no goals. To ask Troopers to report to the Armory with no plan and no goal is to waste their time and cheat them of an effective drill weekend.

4. Readiness Management Periods are provided to Commanders to recompense Troopers for duties performed on other than the drill weekend. An appropriate number of RMPs may be authorized and used at the commander's discretion. They must be utilized to enable accomplishment of the priority goals. Commanders will insure that the junior Trooper receives priority for RMPs and Commanders will remain sensitive to the need for equitable and proper compensation. The authorization and use of RMPs is an area of special emphasis in the Squadron Organizational Inspection Program and I expect the Troop Commanders to expend RMPs that produce concrete, identifiable results.

5. Failure to attend Administrative Evenings will not be considered a basis for negative comments on personnel evaluations. Any comments on efficiency reports are based on the performance of the duties of the MOS, unit position or additional duties assigned. It is the responsibility of the Trooper being evaluated to arrange his time and coordinate the requirements for successful duty performance.


JAMES D. ROSENBERG
LTC, AR, NJARNG
Commanding

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